

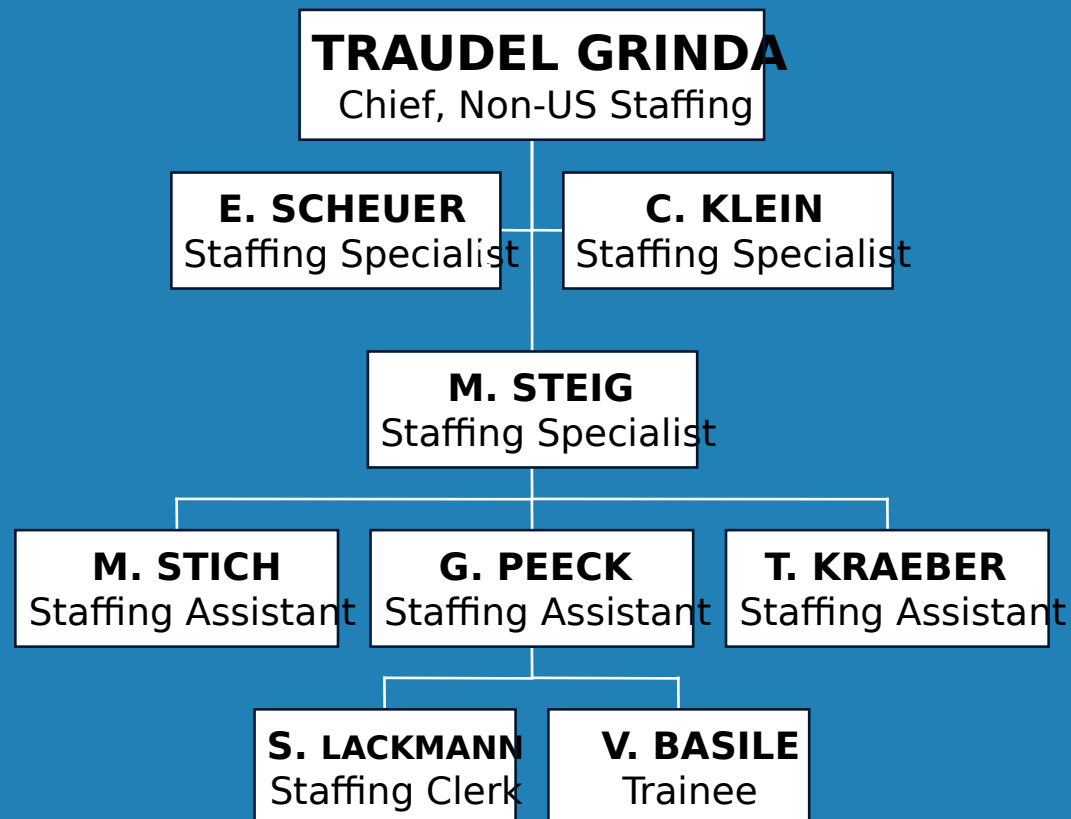


# FILLING NON-US POSITIONS

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**PRESENTED BY  
NON-US STAFFING**

**CONSOLIDATED CIVILIAN PERSONNEL  
FLIGHT**  
**435 MSS/DPCN, BLDG 2120, ROOM 303/305**  
**TEL. 480-5362/4201**  
***NON-US STAFFING SECTION***



# GUIDELINES

## ⇒ **GERMAN LAWS**

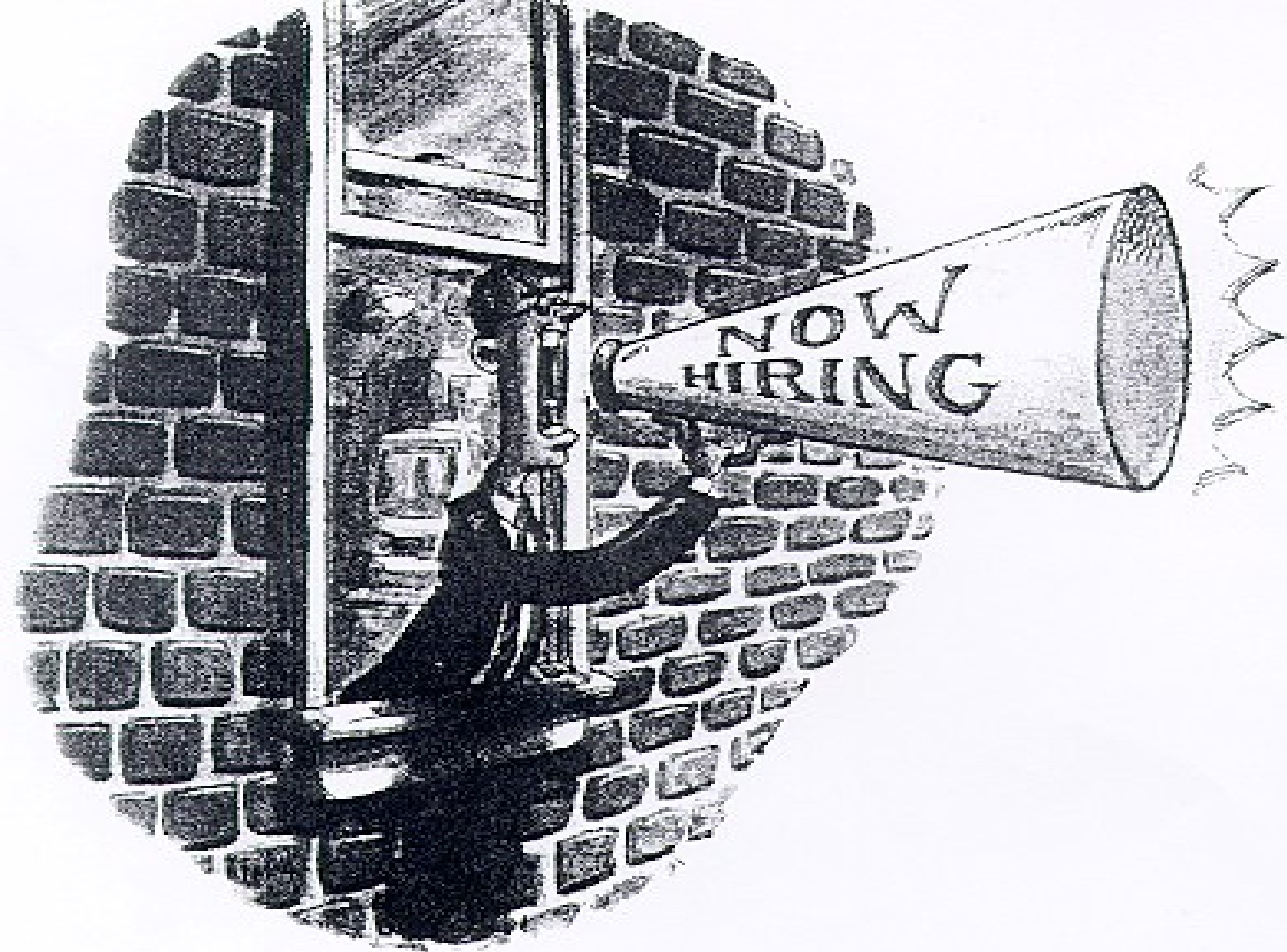
- ⇒ Federal Personnel Representation Law
- ▢ Law for Protection from Termination of Employment
- ▢ Labor Promotion Act
- ▢ Mother Protection Law
- ▢ Work Hour Ordinance
- ▢ Severely Handicapped Law
- ▢ Children & Young Persons Act
- ▢ Annual Leave Provisions
- ▢ Work Permit Act

# DO YOU WANT TO SPEED UP THE

## RECRUITMENT PROCESS??

- ① Plan in Advance
- ② Make Appointment with Non-US Staffing
- ③ Review the Qualification Standard for Subject Position
- ④ Prepare a USAFE Form 52 (IAW USAFEI 36-728, Non-US Citizen Personnel & Position Actions)
- ⑤ Get Approval by your Authorized Official





# DIFFERENT SOURCES OF RECRUITMENT

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- ⊗ INSERVICE PLACEMENT
  - ▢ OUTSIDE HIRE

# INSERVICE PLACEMENT

*STEPS TO BE FOLLOWED:*

R I F P R O C E D U R E S

P A Y P R O T E C T I O N

M E R I T P R O M O T I O N

# OUTSIDE HIRE

EXTERNAL HIRING

LOCAL NATIONAL VACANCY LIST

LOCAL LABOR OFFICE

LOCAL COMMUNITY PAPERS



# PROBATIONARY PERIOD

★ INSERVICE HIRE

-- NONE

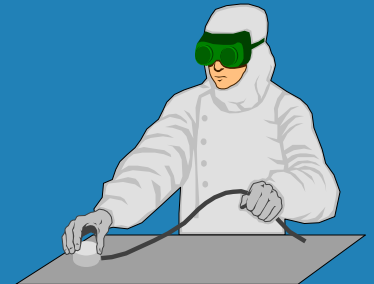
□ OUTSIDE HIRE

-- BLUE

COLLAR WORKER - 3

MONTHS \_\_\_\_\_ -- WHITE COLLAR

WORKER : 3 MONTHS



# HOW DO WE PUBLICIZE YOUR POSITION ???



- ☼ **BULLETIN BOARD** IN BLDG 2120
- ☼ **TELEPHONE HOT LINE**, 480-2742
- ▮ **FAX AND/OR E-MAIL** TO US ARMED FORCES CPO COUNTERPARTS, AGENCY COMMAND SECTIONS, WORKS COUNCILS, AND LABOR OFFICES
- ▮ **HOMEPAGE**  
[HTTP:\\WWW.RAMSTEIN.AF.MIL\\435MSS\\CPO\\](http://WWW.RAMSTEIN.AF.MIL/435MSS/CPO/)